

ROLE STATEMENT



Job Title: Work Health Safety and Injury Management (WHS&IM) Adviser **Branch:** -Select one-

Classification: ASO6

Position Number: M19456

Directorate/Group: Regulation

Reports to: Manager, Licensing and Regulatory Services

Number of Direct Reports: 1

Primary Purpose of the Role: The Work Health Safety and Injury Management (WHS&IM) Adviser is responsible for the effective implementation of the EPA safety system including our Work Health Safety, Return to Work and Mental Health and Wellbeing frameworks. The position will be required to develop an annual safety action plan, conduct a bi-annual staff perception survey and provide high-level advice and reporting to the EPA Executive team, managers and staff. The position will champion the development of tools for hazard identification, investigation and risk management as well as providing effective training, consultation, technical advice and continuous improvement in the Work Health Safety, Return To Work, Injury Management and Workers Compensation fields.

The position will represent the EPA on whole of government committees and working groups, with a responsibility to establish and maintain networks and relationships with key individuals from within government and the private sector.

Key Relationships/Interactions:

The Work Health Safety and Injury Management (WHS&IM) Adviser has interactions with the following groups/personnel:

- Works under broad direction from the Manager, Licensing and Regulatory Services in exercising safety and injury management plans, associated projects and ongoing evaluation of EPA operations
- Works closely with Workers Compensation Claims Management and Rehabilitation Coordination service providers in accordance with the agreed Memorandum of Administrative Arrangement – Return to Work Services
- Develops and maintains key working relationships with Directors, managers, supervisors and members of the WHS Committee
- Develops and maintains key working relationships with relevant staff in external agencies and those of service providers constructing independent assessment of government agencies

Key Challenges:

- Working with diminishing resources
- Providing proactive services to implement best practice while dealing with ad-hoc queries and providing expert advice and support to staff
- Improving the EPA's outcomes in the Audit and Verification System (AVS) for Safety and Injury Management
- Balance competing business priorities

Key Outcomes:

1. Exercise significant levels of WHS&IM knowledge to contribute to the development of the WHS&IM system to ensure the EPA meets its legislative requirements in each of these areas
2. Continuously improve the EPA's WHS&IM management system and measure results against the South Australian Public Sector Code of Practice for Crown Self-Insured Employers 2015, relevant Australian Standards and whole of government safety and injury management strategies
3. Ensure that key stakeholders, in particular EPA Executive, are informed of the EPA's performance in relation to WHS&IM by the timely provision of information and sound analysis
4. Conduct consultation with all key stakeholders in accordance with legislative requirements and within required timeframes, exercising judgement on matters of a sensitive and complex nature
5. Actively model the behaviours required under the Code of Ethics for SA Public Sector employees, including Work, Health and Safety and objectives, values, principles and standards in, or made under the Public Sector 2009.

Special Conditions:

Work Status: Eligibility to work in Australia

Location: SA Water House - 250 Victoria Square, Adelaide 5000

Noting the EPA will shortly be moving to the GHD Building - 211 Victoria Square, Adelaide 5000

- The incumbent will be required to travel to sites in country areas and occasionally interstate.
- The incumbent may be required to work out of hours and as the need arises.
- A current driver's licence is essential.
- The EPA has a no smoking policy.
- The EPA is an equal opportunities employer.
- The EPA supports and actively encourages flexible working arrangements to enable its staff to effectively balance work and life. Such arrangements may be negotiated with the appropriate Manager.

Refer to WHS Role Profile below

Selection Criteria: (Each applicant will be assessed against the following criteria)

- Demonstrated ability in applying effective risk management strategies and practices in WHS and IM and monitoring their application
- Demonstrated high level oral and written communication skills
- Significant levels of WHS&IM knowledge and competence in applying WHS&IM legislation to the development of policy and resolution of issues, often of a critical, sensitive or complex nature
- Experience in the development, planning and implementation of WHS&IM systems, including WHS audits
- Detailed knowledge of the *Work Health Safety Act 2012*, *Return to Work Act 2014*, safety codes, WorkCover and other relevant legislation and standards

Essential Qualifications: (must possess this for employment as a Professional Officer or Technical Grades Officer)

Refer to [Determination 5: Classification and Remuneration for Employees](#).

- Tertiary qualification in Work Health and Safety
- Training qualification as a Return to Work Coordinator

Desirable Qualifications and Selection Criteria:

- Previous experience in a WHS&IM advisory role
- Training qualification in conducting a WHS audit
- Training qualification in evaluating the WHS performance of an organisation
- Training qualifications in risk management

Code of Ethics for SA Public Sector Employees - <http://publicsector.sa.gov.au/policies-standards/code-of-ethics/>

Public Sector Act 2009 - <http://publicsector.sa.gov.au/policies-standards/public-sector-act-2009/>

South Australian Public Sector Entry Level Employee Competency Framework / First Line Manager Competency Framework / Middle Manager Competency Framework - <http://publicsector.sa.gov.au/documents/20120401-south-australian-public-sector-entry-level-employee-competency-framework/>

ROLE CONTEXT



The Purpose of EPA

The Environment Protection Authority (EPA) is South Australia's independent environment protection regulator.

We protect, restore and improve the environment through the risk-based regulation of pollution, waste, noise and radiation. We work closely with industry, the community and government to protect our unique natural environment while supporting economic growth and improving wellbeing.

The EPA is responsible for the administration of the *Environment Protection Act 1993* (EP Act) and the *Radiation Protection and Control Act 1982* (RPC Act) and also exercises responsibilities under other South Australian planning and environmental legislation.

Our Environmental Goals:

Good quality land – Land is protected from the adverse impacts of pollution and waste.

Good quality water – The quality of surface, ground, coastal and marine waters is protected from pollution.

Good quality air – Air quality is protected from atmospheric pollutants.

Safe use of radiation – The environment and the community are protected from the risks associated with radiation.

Protection from unacceptable noise – The community is protected from exposure to unacceptable noise levels.

Sustainable use of resources - Resources are managed sustainably to safeguard the environment for current and future generations.

Our Organisation

The EPA '**Ways of Working**' are the behaviours that enable our employees to succeed. All employees are expected to model the ways of working in everything we do i.e.:

- Work as **one team** across the Directorate and within the EPA;
- Take a "**Yes, if**" approach to everything we do;
- Work in a **healthy and safe** manner at all times;
- Be **professional** and **accountable**;
- Use resources **wisely**;
- Focus on **outcomes** (guided by the Strategic Plan) rather than activities and processes;
- Have a strong external and internal **customer focussed ethos**, and
- **Deliver** what is promised on time, every time.

The EPA expects its senior managers and supervisors to act as dynamic and engaging leaders by:

- Managing people fairly and equitably;
- Making sound, timely and cost effective decisions;
- Modelling and encouraging safe workplace behaviour;
- Modelling high quality customer service;
- Managing work programs and projects to achieve outcomes, and
- Collaborating with other branches, agencies and stakeholders to achieve optimum results.

The EPA expects all its employees to contribute to its outcomes by:

- Working as effective team members by treating others with respect and courtesy, collaborating with team members, and internal and external stakeholders to achieve results;
- Optimising their own performance by actively identifying their strengths and individual training and development needs, and actively participating in the performance and development review process;
- Providing high quality customer service;

- Upholding ethical behaviour and professional integrity as required under the *Code of Ethics* for SA Public Sector employees, including Work, Health and Safety, and the objectives, values, principles and standards in, or made under the *Public Sector Act 2009*;
 - Ensuring they are familiar and compliant with relevant legislation, policies and procedures;
 - Managing information to support State Records and EPA record keeping requirements, and
 - Ensuring the EPA remains a smoke free workplace and supporting the Agencies commitment to reducing its energy usage and contributing to the SA Government's greenhouse gas emission targets.
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Directorate/GroupThe Regulation Directorate is responsible for the delivery of the EPA's environment protection and improvement activities through the development and implementation of internationally recognised best practice processes. These processes are based on sound science and support the legislative and regulatory framework in place in South Australia.

The Directorate is responsible for the major operational activities of the EPA including: Regulation, Compliance and Investigating breaches of the EP Act and/or the RPC Act, monitoring, reporting and providing science based support and knowledge to inform regulatory and compliance work.

Insight into the Role

The Work Health Safety and Injury Management (WHS&IM) Adviser works as a specialist within the Licensing and Regulatory Services Branch and is responsible for the continual development and implementation of workplace health, safety and injury management strategies, annual plans, staff perception surveys, associated policies and procedures, risk management and compliance with whole of government safety and return to work strategies. The WHS&IM Adviser is responsible for providing specialist advice along with the delivery of effective WHS&IM programs, internal training courses, evaluating compliance against internal safety and quality systems and championing the development of a culture committed to these programs.

The WHS&IM Adviser supports EPA Officers and Workers in achieving best practice through innovation-driven continual improvement from research and links to government and industry experts, suppliers, contractors and manufacturers. This support will include working closely with relevant stakeholders on early intervention and return to work programs to rehabilitate injured workers.

WHS ROLE PROFILE



Job Title: Work Health Safety and Injury Management (WHS&IM) Adviser	Position Number: M19456
Location: SA Water House - 250 Victoria Square, Adelaide 5000	

KEY REQUIREMENTS:

Driving: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Licence Class: C	N	O	F	C
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long pants, Long sleeves and Steel cap shoes (lace up)	N	O	F	C
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POTENTIAL WORKPLACE HAZARDS:

Frequency	N	O	F	C	Frequency	N	O	F	C
a. Physical					b. Psychological				
Manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervising staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prolonged walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manage competing demands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prolonged sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive mental tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dealing with difficult clients	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prolonged driving (driver fatigue)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended working hours	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On call	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical hazard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Use hazardous plant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Environmental				
Exposure to chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thermal extremes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sun exposure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Animal bites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote / isolated field work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work on / near water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:					Other:				

Frequency Code (how often are staff exposed to hazard):

N = Never (0%)

O = Occasional (equivalent 1- 33% time)

F = Frequent (equivalent 34-66% time)

C = Constant (equivalent > 66% time)

If tasks vary shift to shift give indication of maximum likely exposure

REQUIRED WHS TRAINING:			
<i>According to hazards identified in previous section</i>		<i>C = compulsory for all Roles</i>	
General:		Specialised:	
<i>EPA induction – includes OHSW&IM roles and responsibilities</i>	C	<i>Remote area safety systems communication</i>	<input type="checkbox"/>
<i>Manager/ supervisor OHS&W systems (compulsory or managers and supervisors)</i>	<input type="checkbox"/>	<i>4 wheel drive (hybrid)</i>	<input type="checkbox"/>
<i>Manager/ supervisor injury management (compulsory or managers and supervisors)</i>	<input type="checkbox"/>	<i>Ship Board Safety, Coxswain</i>	<input type="checkbox"/>
		<i>Diving</i>	<input type="checkbox"/>
<i>Emergency procedures and evacuation drill</i>	C	<i>Skin cancer awareness</i>	<input checked="" type="checkbox"/>
<i>Manual handling / Office ergonomics basic</i>	C	<i>Safe use of hazardous plant (list specific SOP/s used)</i>	<input type="checkbox"/>
<i>Manual handling (Field Staff)</i>	<input type="checkbox"/>	<i>Safe use of hazardous substances (list specific SOP/SDS used)</i>	<input type="checkbox"/>
<i>Business driver awareness (SAPOL) (all drivers)</i>	<input checked="" type="checkbox"/>	<i>Conflict resolution</i>	<input type="checkbox"/>
<i>Senior First Aid</i>	<input type="checkbox"/>	<i>Working with radioactive substances</i>	<input type="checkbox"/>
<i>Defensive driving (staff that drive more than 300km or 3 days per week).</i>	<input type="checkbox"/>	<i>Asbestos awareness</i>	<input checked="" type="checkbox"/>
		<i>Electrical tag and test</i>	<input type="checkbox"/>
<i>Fire safety (In House)</i>	C	<i>Working in confined spaces</i>	<input type="checkbox"/>
Other Training (Please refer to Matrix below)	<input type="checkbox"/>	<i>Working at heights</i>	<input type="checkbox"/>
		<i>Authorised Officers training (compulsory all AO)</i>	<input checked="" type="checkbox"/>
		Immunisations:	
		<i>Q Fever</i>	<input type="checkbox"/>
		<i>Hep A and B</i>	<input checked="" type="checkbox"/>
		<i>Tetanus</i>	<input checked="" type="checkbox"/>

Training Matrix:

<http://hub.epa.env.sa.gov.au/People/SiteAssets/SitePages/Work%20Health%20and%20Safety/Training%20Matrix%20>

The role and context statement, together with the WHS profile have been read and certified correct.

Chief Executive or Delegate: _____ **Date:** / /

Occupant: _____ **Date:** / /

[March%202013.xls](#)